

STAFF ASSISTANT (CONTRACT MANAGEMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for performing administrative support functions related to the development and awarding of contracts for services or equipment. Incumbents assist in the research of product or service specifications, cost, availability and the preparation of bid specifications and/or Requests for Proposals. Additional responsibilities include support to higher level administrators in the process of evaluating contract compliance; monitoring contract funding and maintaining mandated fiscal and programmatic records. Supervision is not a regular requirement of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares reports for management or administrative staff related to service and equipment needs, availability, appropriate utilization of contract services and expiration dates and renewal needs;

Assists in the development of resolutions or short form requests, including electronic submission through the County system;

Assists in the preparation of contracts, including preparing paperwork, and scanning and sending of contracts;

Assists in the development and preparation of bid specifications and/or RFP's to ensure adherence to procedural and regulatory guidelines;

Assists in the analyses of bid specifications by consulting with appropriate departmental or County personnel to ensure the acquisition of equipment or services meets the goals and objectives of the department;

Assists in the issuing and awarding of bids upon departmental approval and in accordance with established procurement procedures;

Monitors equipment or service contracts to ensure compliance with mandated and departmental guidelines;

Ensures contractual payments are prompt and accurate and in compliance with agreed terms and conditions;

Provides management or administrative staff with information pertaining to cost projections, time schedules, progress reports and other reports related to the management of contracts;

May consult department heads to determine needs, availability and appropriate utilization of contract services, expiration dates and renewal needs;

May consult with appropriate members of the Law Department or County officials on matters requiring legal interpretations or opinion;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Knowledge of the procedures involved in the development and administration of contracts (exclusive of labor contracts); knowledge of the principles and techniques used in the acquisition of a variety of services and equipment; knowledge of acceptable business practices in dealing with vendors and contract agencies; ability to prepare bid specifications and assist in the preparation of contracts and grant applications; ability to interpret and apply laws, rules and regulations as they relate to contract development, implementation and compliance evaluation; ability to prepare and maintain financial and program records; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with salespersons, vendors, representatives of contract agencies and County officials; ability to prepare and/or present factual reports in a clear, concise and effective manner; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; good judgment; accuracy; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree* and one year of clerical experience directly related to fiscal management, contract management or grants management.

SUBSTITUTION:

1. A Master's Degree in Accounting, Business Administration, Finance, Economics or closely related field may be substituted for the one year of clerical experience.
2. Satisfactory completion of a one year Public Administration Internship in a government agency may be substituted for the one year of clerical experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.